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TO: Virginia Emergency Medical Services (EMS) agencies  
Regional EMS Councils

FROM: Ronald D. Passmore, NRP  
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SUBJECT: Guidance Document for OEMS required FBI fingerprint based background checks

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**Guideline for EMS Agency affiliates (members) that require background checks**

The purpose of this document is to provide guidance to EMS agencies as to which members are required by regulation to submit a fingerprint based criminal history (background check) record to the Office of EMS.

The following new members of any licensed EMS agency **must** submit to a fingerprint based FBI background check through the Virginia Office of EMS (OEMS) process. An EMS agency must receive an OEMS eligibility determination status for affiliation or certification within 60 days of the new member affiliation.

**Certified EMS Provider** – means any person who holds a valid certificate as an emergency medical services provider issued by the Virginia Office of EMS.

**Endorsed Operational Medical Director** – means any Physician who holds a valid endorsement as an EMS Physician issued by the Virginia Office of EMS.

**Non-Certified Provider** – means any person who applies to be affiliated with a licensed EMS Agency that does not hold a valid certificate as an EMS provider and will be responding to calls for service, operating agency owned or OEMS permitted vehicles, or responding on-board an OEMS permitted vehicle (*examples – driver or firefighter*); or any agency member who will not be responding to calls, but serves in an EMS agency administrative or leadership role; or has access to Protected Health Information (PHI) or Protected Individual Information (PII) of patients treated and/or transported by the licensed EMS agency (*examples – agency administration, QA/QI staff, billing staff, or fire suppression members of a combined Fire & EMS agency*).

Any agency member whose involvement is not included in the above definitions are not required to submit fingerprints for background checks, (*examples – grounds keepers, custodial staff, culinary crew, or fundraisers*).

Any fees associated with either certified or non-certified providers, as defined above, will be billed to and paid for by the Virginia Office of EMS.